



सत्यमेव जयते



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

Excellence in Assessment



आज़ादी का  
अमृत महोत्सव

(उच्चतर शिक्षा विभाग, शिक्षामंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

F. No. NTA/Admin/Recrtd./Advt./DEP/2023

Date: 02<sup>nd</sup> November, 2024

### VACANCY NOTIFICATION

1. Online applications are invited from eligible candidates for the following posts in the National Testing Agency (NTA) on deputation basis/foreign service terms:

S. No.	Name of Posts with Pay Level / Scale/ Band	Number of Vacancies	Mode of Recruitment
1.	<b>Director (Group-A)</b> Level-13 of 7 <sup>th</sup> CPC Rs. 1,23,100-2,15,900 (Pre-Revised PB 4, Rs 37,400—67,000 with GP of Rs. 8,700)	2	Deputation
2.	<b>Joint Director (Group-A)</b> Level-12 of 7 <sup>th</sup> CPC Rs. 78,800—2,09,200 (Pre—Revised PB 3, Rs 15,600-39,100 with GP of Rs 7,600)	2	Deputation

2. The vacancies shown in this vacancy notification are indicative, which may increase or decrease.
3. The **Recruitment Rules** for the above-mentioned Posts, containing the Eligibility Criteria, etc., are enclosed in **Annexure-I**, for reference.
4. The **Duties & Responsibilities** (in brief) of the above-mentioned posts are mentioned in **Annexure-II**, for reference.
5. The terms & conditions on deputation/Foreign Service shall be regulated as per the Instructions of DoPT, issued vide **OM No. 6/8/2009-Estt. (Pay II) dated 17 June, 2010** as amended from time-to-time.
6. The maximum age limit to apply for the above said posts is 56 years as on closing date of application.
7. Candidates should fulfill the educational qualifications, experience and other criteria as on the closing date of application.
8. The officers having regular service in substantive post in pay levels required, as per eligibility conditions of the recruitment rules for concerned posts, are eligible to apply. **Officers getting desired level of pay under ACP/MACP/Adhoc are not eligible to apply.**
9. Applications which do not meet eligibility criteria given in the vacancy notification or found incomplete/ deficient, will be summarily rejected.



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**Application not received through proper channel will not be considered.**

10. Merely fulfilling the eligibility criteria would not entitle a Candidate to claim for Interview or selection against any post. Only the shortlisted candidates will be called for Interview and shall be required to submit the necessary documents in support of Age, Qualifications, Service Record/Experience, etc. and get the originals of the same verified at the time of Interview. If any candidate is found ineligible while verifying the documents, shall not be allowed to take up interview.
11. Candidates should not furnish any particulars that are false, tampered with, fabricated or suppress any material information while registering the application and submitting the certified copies/ testimonials.
12. Decision of the NTA in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment shall be final.
13. The National Testing Agency (NTA) reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.
14. NTA also reserves the right to cancel the recruitment process as a whole or at any stage thereof for any of the posts without any prior notice or without assigning any reason thereof.
15. Online Application shall be submitted by **2<sup>nd</sup> December, 2024**.
16. In case any technical difficulty is faced in filling up the online application form, NTA can be contacted at: [recruitment@nta.ac.in](mailto:recruitment@nta.ac.in).
17. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of disconnection/ inability/failure to log on the NTA's website on account of heavy load on internet/website jam. NTA does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of NTA.

18. **GENERAL CONDITIONS**

18.1 **Instructions for applying the posts:**

The following documents should be attached with the printout of the online application form (duly filled-in) to be submitted by the applicant to his/her Cadre Controlling Authority/Parent Organization:



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- a. Self-attested copy of the document in support of date of birth.
- b. Self-attested copies of certificates in support of educational qualifications.
- c. Experience Certificate in respect of each experience claimed in the prescribed proforma (ANNEXURE - III), as applicable.
- d. The Cadre Controlling Authority/Parent Organization of the Applicant may forward a copy of the Online Application (to be submitted by the Applicant to the Cadre Controlling Authority/Parent Organization) to NTA with necessary certificates therein and the following Documents as mentioned below:

1.	Online Application Form duly filled in by the Applicant with the Certificates of the Cadre Controlling Authority /Parent Organization, as prescribed therein.
2.	Attested photocopy of complete and up-to-date APAR Dossier for the last five years (up-to 2023-24) [If APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with APARs of previous year(s)].
3.	Vigilance Clearance Certificate.
4.	Integrity Certificate.
5.	A Statement of Major/ Minor Penalty (if any) during last 10 Years.
6.	Cadre Clearance/No Objection Certificate (NOC) from Cadre Controlling/ Appointing Authority (as the case may be).

- e. Application(s) once submitted will not be withdrawn in any case.
- f. Applications received without proper channel and/or not accompanying the document mentioned in the application form will not be considered and will be rejected.
- 18.2 NTA reserves the right to fix criteria for screening/shortlisting the applications, so as to reduce the number of candidates to be called for interview.
- 18.3 Applications received after last date i.e. **23<sup>rd</sup> December, 2024, from parent organization** through proper channel shall not be entertained. NTA will not be responsible for any postal delay.



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18.4 **HOW TO APPLY:** Candidate must have two (02) copies of his/her recent passport size photographs (not more than 03 months old) before applying for any post. Kindly note that only "ONLINE" applications shall be acceptable and application in any other form shall not be acceptable. While applying, the E-mail ID (Valid for at least 12 months) AND one alternate E-mail ID are mandatory fields, without which the application will not be registered.

- STEP 1: Log on to <https://recruitment.nta.nic.in/>.
- STEP 2: Read the advertisement content carefully and ensure that you meet the eligibility criteria of the post.
- STEP 3: Download the Vacancy Notification/Advertisement and read the content carefully and ensure that you meet the eligibility criteria of the post.
- STEP 4: Read the Instructions for online submission of Application Form before proceeding.
- STEP 5: Accept the condition(s) by clicking the check box and proceed to fill the Registration Form (Upon completion of Registration the Application Number will be sent on your registered Mobile No. and Email).
- STEP 6: Kindly fill the Application Form by clicking on the box, "Complete Application Form". Fill-up the necessary details in the application form and upload the required documents.
- STEP 7: Click the "Submit Application" button, after filling the required information in the Application Form and uploading required documents.
- STEP 8: After Submission of Application Form, a Confirmation Page of the complete Application Form will appear on the screen. Download and take a print of the same to submit to your Cadre Controlling Authority/ Parent Organization to forward it to NTA along-with necessary certifications therein as well as required documents.

Sd/  
Director (Estt. & Admin.)  
National Testing Agency



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**Annexure-I**

<b>RECRUITMENT RULES FOR THE POST OF DIRECTOR (Group-A)</b>	
Scale or Pay:	Level-13 of 7 <sup>th</sup> CPC Rs. 1,23,100—2,15,900 (Pre-Revised PB 4, Rs 37,400-67,000 with GP of Rs 8,700)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	<p>Officers/ Employees of All India Services/ Central Govt./ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations, with qualifications and experience, as given below: -</p> <p><b><u>Qualifications</u></b></p> <p>Bachelor's Degree in any field from a recognized University or equivalent.</p> <p><b><u>Experience</u></b></p> <p>Holding analogous post on regular basis in the parent cadre/ department in relevant area</p> <p>03 years' service in the grade rendered after appointment thereto on regular basis in pay Level 12 Rs.78800-209200 or equivalent in the parent cadre/department in relevant area.</p> <p>OR</p> <p>05 years' service in the grade rendered after appointment thereto on regular basis in pay Level 11 Rs.67700-208700 or equivalent in the parent cadre/department in relevant area.</p> <p><b><u>Desirable:</u></b></p> <p>i) Masters'/ Doctorate degree in the relevant field.</p> <p>ii) Experience of working in large scale Assessments/Exams/IT/Finance/Audit/Establishment/Administration/Procurement &amp; Store.</p>





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<b>RECRUITMENT RULES FOR THE POST OF JOINT DIRECTOR (Group-A)</b>	
Scale of Pay:	Level 12 of 7 <sup>th</sup> CPC Rs. 78,800-2,09,200 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 7,600)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	<p>Officers/ Employees of All India Services/ Central Govt./ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below:</p> <p><b><u>Qualification</u></b></p> <p>Bachelor's Degree in any field from a recognized University or equivalent, with</p> <p><b><u>Experience</u></b></p> <p>Holding analogous post on regular basis in the parent cadre/ department in relevant area.</p> <p>OR</p> <p>03 years' service in the grade rendered after appointment thereto on regular basis in pay Level 11: Rs.67700-208700 or equivalent in the parent cadre/ department in relevant area.</p> <p>OR</p> <p>05 years' service in the grade rendered after appointment thereto on regular basis in Level 10: Rs 56100-177500 or equivalent in the parent cadre/ department in relevant area.</p> <p><b><u>Desirable:</u></b></p> <p>i) Master's degree in the relevant field. ii) Experience of working in an Examination System of a University/Board/IT/Finance/Audit/ Establishment/Administration/Procurement &amp; Store.</p>



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**Annexure-II**

**DUTIES AND RESPONSIBILITIES OF DIRECTOR AND JOINT DIRECTOR AT NTA**

**1. Director(s)**

Directors will head their respective Units and are responsible for all aspects of functioning in their respective units for smooth running of the Administration and flawless conduct of tests from the invitation of application and declaration of results. He/she will exercise control/supervision over staff under their charge. He/she will work as members to the Managing Committee. He/she will exercise Administrative/Financial powers delegated to them under National Testing Agency Service Rules 2018 amended from time to time. In addition, He/she will discharge any other duties assigned from time – to – time by the Director General. He/she will report to Director General.

**2. Joint Director(s)**

He/she will assist the Director in discharge of day-to-day duties in their respective Units for smooth functioning of the Units and conduct of flawless and time bound conduct of the tests/other activities. He/she will report to the Director concerned. He/she will exercise supervision over the subordinate staff of their Units. In addition, He/she will discharge any other duties assigned from time to time by the Director General/Director concerned.



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**Annexure- III**

**EXPERIENCE CERTIFICATE**

(on the letterhead of the organization, signed copy to be uploaded along with online application form)

**Dated:** .....

This is to certify that Shri/Ms..... S/o. / D/o. / W/o. Shri..... was/is an employee Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of Post held from (DD/MM/YY) to (DD/MM/YY)	From - To (DD/MM/YY)/Total Period (DD/MM/YY)	Nature of Appointment (Permanent/Temporary /Regular/ Contract/Part-Time, etc.)	Department/Specialization/ Field of Experience
(1)	(2)	(3)	(4)
Pay Level/Pay Scale (Under 7 <sup>th</sup> CPC)/Pre Revised Pay Band/Scale & GP (if 7 <sup>th</sup> CPC not implemented in the Organization)/Basic Pay currently drawn	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet)	Place of posting	Worked at Supervisory Level/Middle Management Level/Head of Branch
(5)	(6)	(7)	(8)

It is certified that the above facts and figures are true and based on service records available in our Organization/Department/Ministry.

Signature

Name of Competent Authority:

Stamp of Competent Authority:





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<b>CHECKLIST of Documents to be forwarded by the Cadre Controlling Authority/Parent Organization along-with this Online Application Form (Please Tick)</b>		
1	Application in prescribed format duly forwarded by the Cadre Controlling Authority/Parent Organization.	
2	Complete and up-to-date ACR/APAR Dossier for the last five years (up-to 2023-24) onwards or attested photocopy thereof.	
3	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s).	
4	Vigilance Clearance Certificate.	
5	Integrity Certificate.	
6	Major/ Minor Penalty Statement during last 10 Years.	
7	Cadre Clearance from Cadre Controlling/ Appointing Authority (wherever applicable).	

Certified that the particulars furnished by Mr./Mrs./Miss ....., who is working as (Designation of the Applicant) in this Office (Name of the Office), are correct and he/she possesses the eligibility criteria (educational qualifications and experience) as mentioned in the Vacancy Notification.

**Also certified that:-**

- (i) There is no vigilance case pending/ contemplated against him/her;
- (ii) His/her complete APAR Dossier/for the last 5 years duly attested (on each page) by an officer in the rank of Under Secretary to the Government of India, are enclosed;
- (iii) His/her integrity is beyond doubt;
- (iv) No major/minor penalties have been imposed on him/ her during last 10 years; and
- (v) The Officer will be relieved from this Establishment shortly after the receipt of intimation about his/her selection for joining in NTA against the relevant post.

**Signature of Officer not below the Rank of Deputy Secretary with Stamp indicating the name and designation of Officer**